

Ridge Home & School Association

HSA Membership Dues & Online Directory Sign Up

Welcome to the new Ridge HSA mobile school directory. To pay your annual HSA dues and access this mobile directory, all members of the Ridge Elementary School community need to follow a simple process:

Step 1. Download the MobileArq Directory App on your mobile device using the links below:

App Store: <http://bit.ly/MA-Apple-link>

Google Play: <http://bit.ly/MA-android-app-link>

If you need to access the directory from your laptop or desktop:

<https://mobilearq.com/schooldirectory>

Step 2. Click the **PARENT SIGN UP** button

Enter your **email address and name** on the Parent Sign Up page, using the same email address that you used for Skyward registration

Code is **Ridgewood**

Step 3. Click the **SIGN UP** button. You will be connected to a payment landing page which will list all schools that your children attend in the district. Select the dues/directory(ies) you'd like to purchase and submit Membership Dues payment.

NOTE: You must include all information – including ZIP CODE – to complete this portion.

Step 4. Following successful Sign Up, you will receive an email from MobileArq providing an **auto-login link** to access the directory and to **reset your password**.

If you have students at different schools and have paid dues for those schools, you will see a drop-down menu in the top left corner to select which school directory you'd like to view. **If you do not immediately receive an email, please check your spam/junk folder for an email from MobileArq.**

Please log in and create a new password – your temporary auto-login link **EXPIRES IN 24 HRS** after it is sent to you.

PLEASE NOTE - ONCE YOU HAVE CLICKED ON THE PAYMENT LINK AND SELECTED THE SCHOOL DIRECTORY(IES) YOU WOULD LIKE TO PURCHASE, YOU WILL HAVE ONLY ONE OPPORTUNITY TO MAKE THIS CREDIT CARD PURCHASE. PLEASE SELECT CAREFULLY! YOUR CREDIT CARD WILL NOT WORK IF YOU WANT TO GO BACK IN AND PURCHASE ADDITIONAL DIRECTORIES AT A LATER TIME/DATE. If you decide in the future to purchase an additional school's directory, please contact that school's HSA President or Directory Chair to arrange to pay by check offline.

Your credit card statement will read "Federated HSA" for your directory/dues payment.

If you have any trouble with the directory registration or access, please contact support@mobilearq.com. Video tutorials on directory Sign Up and usage are available at <https://bit.ly/MobileArq-Tutorials>. If you have any other questions regarding membership dues and the online directory, please contact Heather Holder at RidgeSchoolDirectory@gmail.com. Thank you for supporting Ridge Elementary School!

DISCLAIMER:

This directory is a publication of the Ridge Home & School Association and is not an official publication of the Ridgewood Public Schools system. This directory is published solely for the informational and social convenience of Ridge School families. No one, including, but not limited to, members of the Ridge Home and School Association, Inc., and any employee or representative of the school system is permitted to give information in this document to any person or organization which solicits or is engaged in any commercial, outside charitable, political or partisan purpose. No one may use the information in this document for personal gain. The names, addresses, telephone numbers and e-mail addresses of families in this directory should be treated as private and confidential.